



UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO
1000
C40
5 Dec 03

MARINE CORPS UNIVERSITY POLICY LETTER 6-03

From: President, Marine Corps University/Commanding General,
Marine Corps Education Command
TO: Distribution List

Subj: MARINE CORPS UNIVERSITY (MCU) FACULTY DEVELOPMENT POLICY

1. Purpose. To provide MCU guidance for the orientation and continued professional development of faculty.

2. Background.

a. A professional, well-educated faculty is key to the vitality of any educational institution. This is certainly the case at MCU. MCU students deserve a high quality educational experience, made possible through learning opportunities facilitated by faculty well versed in the curricula, service policies and procedures, national policies, and educational philosophies.

b. MCU faculty development falls into two general categories:

(1) New Faculty Orientation

(2) Faculty Sustainment (educational and professional)

3. New Faculty Orientation. Prior to assuming educational responsibilities with students, newly assigned MCU faculty must understand the organization, policies, and procedures at both the University and the individual school. MCU and each school, as well as the new faculty member, have responsibilities in preparation for classroom duties.

a. University Responsibilities. Prior to the beginning of the academic year, and in coordination with individual schools, the MCU staff will organize an orientation session for newly assigned personnel. Topics will include, but are not limited to:

(1) University organization

Subj: MARINE CORPS UNIVERSITY (MCU) FACULTY DEVELOPMENT POLICY

- (2) University policies and procedures
- (3) Support by MCU staff
- (4) Institutional Effectives/Institutional Research
- (5) Resources/support available to new faculty

The Vice President of Academic Affairs (VPAA) is responsible for the overall coordination of this session. MCU staff sections will support as requested by the VPAA.

b. School Responsibilities. New faculty orientation at the school level will center on educational philosophy, techniques, policies, and procedures for that school. General topics for this development will include, but are not limited to:

- (1) School organization
- (2) School policies and procedures
- (3) Curriculum development
- (4) Curriculum delivery
- (5) Evaluation techniques and policies
- (6) Conference group facilitation techniques

c. Individual Responsibilities. New faculty members have the responsibility to familiarize themselves with topics as prescribed for the developmental sessions at the University and school level. Individual faculty members are also responsible for developing and mastering the required teaching skills and techniques.

4. Faculty Sustainment. The continued development of faculty, both in their professional discipline and in general educational theory, is in the best interest of the faculty member and the University. Similar to new faculty orientation, the University, the schools, and the faculty member all share in this responsibility.

a. University Responsibilities. The University will sponsor at least two MCU faculty development sessions on educational topics applicable to all schools each calendar year.

Subj: MARINE CORPS UNIVERSITY (MCU) FACULTY DEVELOPMENT POLICY

The VPAA is responsible for coordinating these sessions. The date and time will be coordinated to maximize attendance. In addition to these sessions, the Erskine Lecture and Constitutional Day are recurring MCU developmental opportunities available to all faculty. Faculty members are expected to attend both events each year. The MCU President may grant faculty members, on a case-by-case basis, time for professional enrichment that enhances the employee's usefulness after five years of continuous service.

b. School Responsibilities. Faculty sustainment at a specific school will be tailored to the individual faculty member, his interests, and the needs of the school. This will normally be specified in a developmental plan, agreed to by the faculty member and the supervisor. Examples of sustainment related activities include:

- (1) Staff rides
- (2) Attendance at conferences, seminars, and symposia
- (3) Dedicated research time

c. Faculty Responsibilities. The individual faculty member has the primary responsibility to stay current in his/her discipline and general educational techniques. University and school programs are designed to assist the faculty member. Additionally, faculty members are encouraged to conduct research and publish in their areas of expertise as a means of professional development and as a means of promoting the University.

5. Documentation. VPAA is responsible for maintaining the Master File on all faculty development. Schools will maintain a file of their specific education and training while forwarding a copy to the VPAA for University consolidation. VPAA will summarize the annual efforts as part of their command chronology.

Subj: MARINE CORPS UNIVERSITY (MCU) FACULTY DEVELOPMENT POLICY

6. Applicability. This policy applies to all personnel of Marine Corps War College, Marine Corps Command & Staff College, Marine Corps School of Advanced Warfighting, Marine Corps Expeditionary Warfare School, and the School of MAGTF Logistics. The Staff Noncommissioned Officer Academies will provide faculty development opportunities for their seminar faculty as appropriate.

A handwritten signature in dark ink, appearing to read "Thomas A. Benes". The signature is fluid and cursive, with the first name "Thomas" being more prominent.

T. A. BENES

Distribution: A